



## MEMORANDUM

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**Date:** January 16, 2001

**To:** All State Agencies  
Board and Commission Heads  
All Department Directors

**From:** Department of General Services—Executive Office  
1325 J Street, Suite 1910, Sacramento, CA 95814-2928

**Subject:** **STATE AGENCY RESPONSE TO CAISO STAGE THREE  
ELECTRICITY EMERGENCIES**

The continuing electricity shortage in California has resulted in increased risks of rotating outages and curtailments in electrical service to the state's electricity consumers, including state agencies. In keeping with Governor Davis' Executive Order D-15-00 and the policies outlined in the Governor's State of the State address on January 8, 2001 we are providing further guidance to state agencies on energy conservation and appropriate responses to interruptions in electrical service.

The attached Management Memo addresses the immediate actions to be taken in the event of a Stage 3 Electrical Emergency in order to both further reduce electrical demand in order to relieve stress on the electricity supply system and to protect state personnel and assets in the event of rolling outages. We are taking other steps to assist you in this critical effort:

- We are refining our communication system to provide comprehensive and rapid communication about Electrical Emergencies;
- We will soon be kicking off a state employee awareness campaign to promote energy efficiency and conservation during emergencies;
- We are preparing training sessions and internet-based information especially for facilities personnel.
- In addition, a comprehensive Management Memo will be released shortly to provide combined guidance for responding to wintertime Stage 2 and Stage 3 Electrical Emergencies.

The State of California is actively engaged in energy efficiency programs at sites throughout the state. Our energy use is a significant fraction of total statewide

consumption, and based on recent conservation efforts we have found that our actions can be of significant benefit to the stability of the electricity grid. Your continued involvement in this campaign is essential for its success.

If you have any questions, please call Doug Grandy, Chief, Energy Assessments Section, at (916) 323-8777



Barry D. Keene, Director  
Department of General Services

BDK:RF:cl

Attachment

# MANAGEMENT MEMO

SUBJECT: STATE AGENCY RESPONSE TO CAISO STAGE THREE ELECTRICITY EMERGENCIES	NUMBER: 01-01
	DATE ISSUED: 01/16/01
	EXPIRES: 01/16/02
REFERENCES: MANAGEMENT MEMO 00-06 MANAGEMENT MEMO 00-13	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

## INTRODUCTION

The State of California is facing an unprecedented period of electricity shortages. The California Independent System Operator (CAISO) may declare a Stage 1, 2 or 3 Electrical Emergency when high electrical demand strains the State's electric utility system. State Agencies will be alerted to the declaration of these emergencies by e-mail and other means by the Department of General Services.

Management Memoranda 00-06 and 00-13 list demand reduction actions that State agencies are to take in the event of a Stage 2 Emergency during summer (MM 00-06) and winter (MM 00-13). These can be found at [http://www.osp.dgs.ca.gov/default.asp?mp=../Publications/sam/sam\\_memos.asp](http://www.osp.dgs.ca.gov/default.asp?mp=../Publications/sam/sam_memos.asp). During a Stage 2 Emergency, State agencies are directed to adopt energy efficiency measures in accordance with the appropriate management memos.

This memo addresses the actions to be implemented by State facilities and personnel in the event of a Stage 3 Electrical Emergency. Under a Stage 3 Emergency, the CAISO may direct the electrical utilities to initiate rolling outages, in accordance with each utility's Electrical Emergency Plan. In a rolling outage, selected distribution circuits are sequentially shut off in a controlled fashion for a period of about an hour, in order to bring electricity demand on the system within acceptable operational limits.

It is crucial to note that (1) the outages under a Stage 3 Emergency are limited in duration, lasting little more than an hour, and (2) they will involve the minimum amount of interruption to service necessary to preserve the overall operation of the electricity system. **Barring specific instructions to the contrary and to the extent possible, State agencies shall keep employees at their workplaces and maintain normal business hours during the period of rolling blackouts to ensure their safety.**

Any conservation measures that can be implemented during this period will ease the load on the system and minimize the depth and duration of the outages in other parts of the State.

## STAGE 3 ENERGY EMERGENCIES – IMMEDIATE STEPS

Implement the emergency measures detailed in Management Memoranda 00-06 and 00-13.

Evaluate all remaining electrical loads and shut down everything that is not critical to maintaining basic business operations. These measures include, but are not limited to the following:

## **STATE ADMINISTRATIVE MANUAL**

### **Computers and IT Equipment**

- Turn off all personal computers and monitors that are not absolutely essential. Each work place should keep at least one computer on to receive critical communications. This computer address should be on the agency's e-mail contact list for energy emergency information.
- Turn off all monitors for file and application servers when not used.
- Turn off all test and laboratory equipment that are not absolutely essential.
- Turn off all other non-essential IT equipment, including printers, scanners, copiers, and other peripheral equipment.

### **Lighting**

- Reduce all lighting loads in work areas to the minimum acceptable levels consistent with personal safety and security. Exercise caution to ensure that reduced lighting levels do not create an unsafe work environment.
- Turn off lights in all unoccupied offices, computer equipment rooms, and storage areas.
- Use task lighting wherever possible, instead of area lighting.
- Because of the potential impact of reduced illumination levels, ensure that all walkways and corridors are free from obstructions and tripping hazards.

### **Heating and Cooling Systems**

- All electric heating and HVAC loads will be reduced to the minimum levels required for health and safety.

### **Other Electrical Loads**

- Shut off all non-essential electrical appliances, including coffee pots, microwaves, and toaster ovens. Do not turn off refrigerators.

### **STAGE 3 ENERGY EMERGENCIES WITH ROLLING BLACKOUTS – ADDITIONAL STEPS**

- Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) in order to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.
- Do not use candles for illumination; these are fire hazards. Use battery flashlights and lamps instead.
- During a declared Stage 3 alert, avoid using elevators as much as possible. If you are in an elevator during an outage, remember that it is a limited duration event. Use the emergency phone to notify the building maintenance people of your situation. Do not try to climb out of the elevator!

## STATE ADMINISTRATIVE MANUAL

- Avoid unnecessary travel. Remember that traffic signals may go out of service, resulting in traffic jams and unusually hazardous situations.
- **Do not leave the workplace without appropriate authorization from your supervisor.** Follow the steps of your Emergency Response Plan. Although loss of electrical service may compromise State operations, it is expected that some functions can be continued, and personnel efforts should be directed toward these.
- Emergency coordinators should report for duty. However, it may be appropriate in some situations for the public to leave the facility during a rolling blackout.

### **IN THE EVENT OF AN EXTENDED OUTAGE**

In the event of an extended outage, which could result from storm damage to the system, earthquake, or other contingencies, State personnel should follow the steps outlined in their agencies' Emergency Response Plan.

### **INQUIRIES AND FOR FURTHER INFORMATION:**

We hope that these recommendations will assist you. It is our goal that these proactive safety measures will ensure the safety of our employees and customers working in State buildings. You are encouraged to work closely with your building manager to ensure effective implementation of these measures. Please direct all press inquiries and questions regarding the emergency situation to:

Energy Control Center  
Department of General Services  
(916) 323-8777 Voice  
(916) 327-7316 Telefax  
mailto: [DGS Energy Info@dgs.ca.gov](mailto:DGS_Energy_Info@dgs.ca.gov)



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